



Carol M. Palmore
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PERSONNEL MEMO 99 - 14

MEMORANDUM

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM:


Carol M. Palmore, Secretary

SUBJECT: Holiday Pay for State Employees

We continue to receive questions about holiday pay. As a result, this memo is being issued to restate, and in the case of co-op/interns to clarify, the holiday pay policy.

KRS 18A.190, provides that, "State employees shall be given a holiday on the following days" This applies to all active employees. No criteria with respect to work schedules are applicable in determining eligibility for holiday pay for full-time, part-time and interim employees.

Full-time employees should be paid for either 7.5 or 8.0 hours holiday pay, based on the work week code on the P-1. Part-time employees are to be paid for 3.75 hours. Interim employees are to be paid for 7.5 hours. Co-op/Interns shall receive holiday pay for the hours scheduled to work. If the student is scheduled to work four (4) hours, he/she will receive four (4) hours of holiday pay.

Please take the necessary steps to insure compliance with this memo.



AN EQUAL OPPORTUNITY EMPLOYER M/F/D